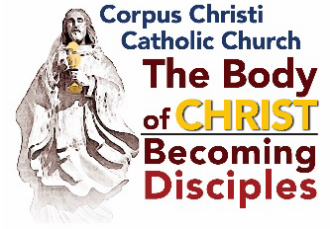


Event Request Form



Ministry/Organization/Event Name _____

Requester Name _____ Today's Date _____

Phone _____ Email _____

Purpose (HOW does this pertain to our Vision & Mission?) _____

Facility Use Request

Event Date(s) _____ Event Time _____ Set-up Time _____

Approx. # of Attendees _____ PC/Courtyard/Rooms _____

Room Style (check 1): **Classroom** (rectangular tables facing front) **Round Tables** (seat 8) **Theater** (chairs facing front)

Other: _____

Needs (A/V, easels, whiteboard, refreshments, other?) _____

Comments, specific requests, details, etc.: _____

Communications Request

Requested	Dates	Approved	Completed
<input type="checkbox"/> Master Calendar		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bulletin (Sunday dates, due 10 days ahead)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Verbal Announcement at Mass		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Website subpage (Y/N) or banner (dates)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Flocknote E-Newsletter (bi-weekly)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Flocknote Sign-Up and/or Reminder		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Facebook event or post		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monthly Magazine		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Notify Ministry Leaders		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Flyer for bulletin board or display stand in vestibule/courtyard		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other (circle all that apply): Nearby parishes, Diocesan Event page, Relevant Radio, other: _____		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Follow-up (thank you, pics on website, pics on Facebook, etc.)		<input type="checkbox"/>	<input type="checkbox"/>

Additional comments, specific requests, details, etc.: _____

- ❖ Please submit to Parish Office at least **5 weeks ahead of intended date**. Your ministry's Staff Liaison may contact you to clarify any requests. Please allow 2-3 business days for approval. You will be notified of final approvals.
- ❖ Please submit the desired wording of all verbal, online, and/or print communications.
- ❖ Please notify your ministry's Staff Liaison of any changes or cancellations as soon as you can. This is necessary for scheduling set-up and clean-up for other ministries who may need that same space.

FOR OFFICE USE ONLY: Returned approval info to requestor (initials/date): _____ / _____ Send to Staff (date): _____